

**11/14/07 LIBRARY BUILDING COMMITTEE
REGULAR MEETING MINUTES
TAKEN BY: LISA RABIDEAU, LBC CLERK
MINUTES APPROVED ON 12-12-2007**

DATE: Wednesday, November 14, 2007

TIME: 6:30 pm

**PLACE: OAKLAND MAPLEVILLE FIRE DEPARTMENT, 46
Oakland School Street, Oakland, RI**

**MEMBERS PRESENT: David Ketcham, Victor Antoniello, G. Wayne
Miller, James Moran, Michael Magnan, Robert Martel**

MEMBERS ABSENT: Christopher Blakely

**OTHERS PRESENT: Daniel Joubert, Clerk of the Works; Pamela Choi
Redfern, NCA; Sandra Mundy, JMS Librarian; Tom Kravitz; Town
Planner**

**CALL TO ORDER: Meeting was called to order by Victor Antoniello
at 6:34 p.m.**

1. PREVIOUS MINUTES

**That the question of accepting the minutes of October 24, 2007
(special meeting) and the question of dispensing with the reading of
said minutes now be taken up.**

**VOTED: To ACCEPT the minutes of the October 24, 2007 (special
meeting) and dispense with the reading of said minutes. MOTION BY:**

David Ketcham SECONDED: Robert Martel THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

2. UNFINISHED BUSINESS

LBC-221 Discuss inquiry by the Capital Campaign Committee regarding recognition of contributors that gave in-kind donations or services.

Discussion as to what this request is about. Emails from Aaron Coutu read into record (and attached in meeting file). Determined that the LBC is not in favor of this practice as it is not generally done. Also noted that there are no other in-kind donations that this committee is aware of.

VOTED: To have clerk craft a letter to the Capitol Campaign Committee outlining the position of the LBC on this request. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

3. NEW BUSINESS

LBC-249 Discuss request from Dave Ketcham to send thank-you notes to contractors.

Dave Ketcham requests letters to recognize the contractor and those sub-contractors who have done excellent jobs and gone above and

beyond. Dan Joubert will provide list to clerk to draft letters

NO ACTION TAKEN

LBC-250 Discuss and take action on request from Dan Joubert regarding maintenance contract quotes for the HVAC equipment.

Dan Joubert notes that building will be maintained for one year by contact. This item is to take over after that point. He notes that this is for informational purposes only and no action is needed by the LBC.

VOTED: To RECEIVE AND FILE. MOTION BY: Wayne Miller

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-251 Discuss request from Dave Ketcham regarding submitting a request to the town council to establish a speed limit on the library access road.

Vic Antoniello notes that Town Manager Mike Wood advised him they are ordering 10 MPH signs for this access road.

VOTED: To have clerk draft letter to Burrillville Town Council requesting 10 MPH speed limit on library access road. MOTION BY:

David Ketcham SECONDED: Wayne Miller THOSE VOTING FOR

THE MOTION: Victor Antoniello, David Ketcham, James Moran,

Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST:

none

LBC-252 Discuss request from Dave Ketcham regarding submitting a request to the town council to craft a town ordinance banning skateboarding on the library property.

David Ketcham notes there is currently no town ordinance banning skateboarding anywhere in town. He will work on drafting a request to the Town Council.

NO ACTION TAKEN

LBC-253 Discuss request from Wayne Miller regarding the timetable and steps to be taken to transfer ownership of the new library from the LBC to the Board of Trustees.

Vic Antoniello notes that this committee hands ownership/responsibility to the town once everything is done. There is a question on the insurance issue when this is done. James Moran will look into whether there would be a gap in insurance coverage at turnover.

NO ACTION TAKEN

LBC-254 Discuss and take action on request from Victor Antoniello regarding bronze plaque and exterior signs.

Vic Antoniello handed out sketches of exterior signage and Pam Redfern showed updates and changes. There was discussion as to how many plaques, what names to include, etc. Pam Redfern will

provide committee with price on obtaining an additional plaque.

VOTED: To APPROVE exterior signage as amended. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

VOTED: To TABLE discussion of plaque until further information is available. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

**LBC-255 Discuss and take action on request from Victor Antoniello regarding shelving revisions due to field conditions.
Noted that changes will likely cost approximately \$8000.**

VOTED: To RECEIVE AND FILE. MOTION BY: Robert Martel SECONDED: David Ketcham THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-256 Discuss and take action on request from Victor Antoniello regarding quote for telephone system.

Sandra Mundy notes that this is an expansion of the existing phone system. Committee had several questions that were not answered on the proposal.

VOTED: To TABLE until further information is received. MOTION BY: David Ketcham SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

4. INVOICES & EXPENSES

LBC-257 Discuss and take action on approval of General Contractor's Requisition #16 (dated 10/31/2007) in the amount of \$407,474.95 for contractor services.

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none**

LBC-258 Discuss and take action on INVOICE # 7428 from Newport Collaborative (dated 10/15/07) in the amount of \$5879.40 for professional services.

**VOTED: To REJECT as written. MOTION BY: David Ketcham
SECONDED: James Moran THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none**

LBC-259 Discuss and take action on INVOICE # 7428-REV from Newport Collaborative (dated 10/30/07) in the amount of \$2366.40 for professional services.

**VOTED: To PAY INVOICE as written. MOTION BY: James Moran
SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, David Ketcham, James Moran, Michael Magnan,**

Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-260 Discuss and take action on INVOICE # 1466936 from ATC Lincoln (dated 10/9/07) in the amount of \$1460.96 for professional services.

Tom Kravitz notes that DEM is looking for items from environmental contractor. The “Remedial Approval Letter” was read into record (and will be filed in meeting packet). Noted also that DEM will need letter of compliance before they allow public in building.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: David Ketcham THOSE VOTING FOR THE MOTION:

Victor Antonello, David Ketcham, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

NOTE FROM CLERK : 8:02 pm – DAVID KETCHAM WAS EXCUSED FROM MEETING AT THIS TIME.

LBC-261 Discuss and take action on INVOICE # 2482541 from Checkpoint Systems, Inc. (dated 10/26/07) in the amount of \$9100 for theft detection system.

Noted that this contract was previously approved by committee.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antonello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-262 Discuss and take action on INVOICE from Omni-Lite, Inc.

(dated 11/7/07) in the amount of \$887.25 for track light heads.

Question as to what amount is needed for deposit.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor
Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne
Miller VOTING AGAINST: none**

**LBC-263 Discuss and take action on INVOICE # 1953 & INVOICE #
1956 from Lawrence Brothers, Inc. (both dated 10/22/07) totaling
\$127.91 for miscellaneous items.**

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: Robert Martel THOSE VOTING FOR THE MOTION:
Victor Antoniello, James Moran, Michael Magnan, Robert Martel,
Wayne Miller VOTING AGAINST: none**

**LBC-264 Discuss and take action on INVOICE # 80 from Pascoag
Utility District (dated 10/22/07) in the amount of \$37,196.07 for
electrical services.**

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor
Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne
Miller VOTING AGAINST: none**

**LBC-265 Discuss and take action on INVOICE #32 from Lisa Rabideau
(dated 10/28/07) in the amount of \$619.93 for clerk services.**

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

**SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:
Victor Antoniello, James Moran, Michael Magnan, Robert Martel,**

Wayne Miller VOTING AGAINST: none

LBC-266 Discuss and take action on INVOICE #33 from Lisa Rabideau (dated 11/11/07) in the amount of \$489.16 for clerk services.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-267 Discuss and take action on INVOICE #4707 from Daniel Joubert (dated 11/6/07) in the amount of \$139.26 for Clerk of the Works monthly expenses.

VOTED: To PAY INVOICE as written. MOTION BY: James Moran

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

5. CHANGE ORDERS

LBC-268 Discuss and take action on Change Request #88 from E. W. Burman (dated 11/8/07) in the amount of \$355 relative to Changing Window Sill Detail from Square Edge to Bull Nose on Window in Stair #2.

VOTED: To APPROVE CHANGE REQUEST as written. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-269 Discuss and take action on Change Request #91 from E. W. Burman (dated 10/18/07) in the amount of \$757 relative to Furnishing and Installing Power to Two Temperature Control Panels.

VOTED: To REJECT CHANGE REQUEST as written. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-270 Discuss and take action on Change Request #92 from E. W. Burman (dated 10/29/07) in the amount of \$213 relative to Painting and Stenciling Fire Lane Curbing.

VOTED: To APPROVE CHANGE REQUEST as written. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-271 Discuss and take action on Change Request #93 from E. W. Burman (dated 10/30/07) in the amount of \$568 relative to Reinstallation of Track Lighting Fixtures T1 & T2.

VOTED: To APPROVE CHANGE REQUEST as written. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-272 Discuss and take action on Change Request #95 from E. W. Burman (dated 11/5/07) in the amount of \$1456 relative to Wood Edging for Countertops on Second Floor.

VOTED: To APPROVE CHANGE REQUEST as written. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-273 Discuss and take action on Change Request #96 from E. W.

Burman (dated 11/5/07) in the amount of \$1252 relative to Battery Backup to Front Sliding Door.

VOTED: To APPROVE CHANGE REQUEST as written. MOTION BY: James Moran SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

LBC-274 Discuss and take action on Change Request #98 from E. W. Burman (dated 11/8/07) in the amount of \$4970 relative to Setting of Granite Benches.

Dan Joubert explained the reasoning behind this and recommends that it be approved.

VOTED: To APPROVE CHANGE REQUEST as written. MOTION BY: James Moran SECONDED: Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antoniello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

6. REPORTS

A. ARCHITECT

Pam Redfern notes that this will be her last time attended the LBC regular meetings. She outlined her concerns regarding the plantings and discussed the coloring of the lettering and signs.

Committee expressed thanks to Pam for all of her hard work and dedication on project.

B. CLERK OF THE WORKS NONE

C. GENERAL CONTRACTOR

Minutes from 10/24/07

Minutes from 10/31/07

Minutes from 11/7/07

VOTED: To RECEIVE AND FILE all. MOTION BY: James Moran

SECONDED: Michael Magnan THOSE VOTING FOR THE MOTION:

Victor Antoniello, James Moran, Michael Magnan, Robert Martel,

Wayne Miller VOTING AGAINST: none

D. ENVIRONMENTAL CONTRACTOR NOT HERE

E. PLANNING DEPARTMENT

Tom Kravitz notes that he has checked into the historic permit and will get back to committee.

F. LIBRARY ADMINISTRATION

Sandra Mundy notes that the furniture selection is complete. She also notes that the staff has begun packing. She inquired as to whether we need to go to bid for computer purchase. LBC will check with Town Finance Director and with legal council.

G. LIBRARY FUNDRAISING COMMITTEE NONE

H. BUDGET UPDATE

New copy of budget distributed and added to meeting file.

7. CORRESPONDENCE/COMMUNICATIONS

A. REQUEST(S) FOR INFORMATION TO BE RECEIVED NONE

B. REVIEW AND ACT ON CORRESPONDENCE/COMMUNICATIONS

1) Thank you note (dated 10/19/07) from Dyanne Vilenov of Creative Office Pavilion to Sandra Mundy regarding furniture presentation.

2) Letter (dated 11/3/07) from Victor Antonello to Dyanne Vilenov awarding the furniture bid to Creative Office Pavilion.

3) Letter (dated 11/3/07) from Victor Antonello to Robert Adams awarding the signage bid to Graphic Designers, Inc.

4) Letter (dated 10/30/07) from Dyanne Vilenov of Creative Office Pavilion to Dan Joubert with attached purchase and sales agreement and certificate of insurance.

VOTED: To RECEIVE AND FILE all. MOTION BY: Wayne Miller

SECONDED: James Moran THOSE VOTING FOR THE MOTION:

Victor Antonello, James Moran, Michael Magnan, Robert Martel, Wayne Miller VOTING AGAINST: none

8. GENERAL DISCUSSION OF PROJECT

Victor Antonello notes that he will be signing off that the building is essentially complete. Burman will be gone by the end of the week.

9. THIS MEETING WAS ADJOURNED AT 8:50 PM

VOTED: To ADJOURN. MOTION BY: James Moran SECONDED:

Wayne Miller THOSE VOTING FOR THE MOTION: Victor Antonello, James Moran, Michael Magnan, Robert Martel, Wayne Miller

VOTING AGAINST: none

MINUTES

CERTIFIED

BY:

Lisa Rabideau, Clerk to LBC Date

MINUTES

APPROVED:

Victor Antoniello, LBC Chairman Date

NOTES FROM COMMITTEE CLERK:

**1. THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY,
DECEMBER 12, 2007 AT 6:30 P.M. AT THE OAKLAND MAPLEVILLE
FIRE DEPARTMENT**